

Message Text

CONFIDENTIAL

PAGE 01 STATE 018236
ORIGIN SS-15

INFO OCT-01 AS-01 NEA-10 ISO-00 SSO-00 CCO-00 NSCE-00 A-01
OC-06 CPR-01 SY-05 USSS-00 NSC-05 /045 R

DRAFTED BY S/S-S: BBODINE:MJ
APPROVED BY P: MR. HABIB
NEA:ATHERTON
S/S-S:LJREDDY
S/S: MR. ORTIZ
S:D SPIEGEL

-----270258Z 059524 /66-62

P 270132Z JAN 77
FM SECSTATE WASHDC
TO AMEMBASSY TEL AVIV PRIORITY
AMEMBASSY CAIRO PRIORITY
AMEMBASSY BEIRUT PRIORITY
AMEMBASSY AMMAN PRIORITY
AMEMBASSY DAMASCUS PRIORITY
AMEMBASSY JIDDA PRIORITY

C O N F I D E N T I A L STATE 018236

E.O. 11652: GDS

TAGS: OVIP (VANCE, CYRUS), IS, SY, SA, EG, LE, JO

SUBJECT: SECRETARY'S VISIT: SCHEDULING AND SCENARIO
PREPARATION

REF: STATE 015612

1. THIS MESSAGE PROVIDES GUIDANCE ON DEVELOPING THE
SECRETARY'S SCHEDULE, PREPARING EVENT SCENARIOS, NOTETAKING
AT MEETINGS, AND HANDLING SCHEDULE INFORMATION. S/S ADVANCE
TEAM WILL PROVIDE FURTHER ASSISTANCE UPON ARRIVAL. THIS
MESSAGE FOCUSES ON S/S REQUIREMENTS AND SUPPLEMENTS INFORMA-
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TION CONTAINED REFTTEL.

2. SCHEDULING: SCHEDULING INFORMATION SHOULD INCLUDE TIME
AND LOCATION OF EVENTS, TRAVEL TIME BETWEEN EVENTS, ANTICI-
PATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, AND
ARRIVAL AND DEPARTURE TIMES.

3. SCENARIOS: MISSION SHOULD SUBMIT FULL SCENARIO INFORMATION FOR EACH EVENT. THESE SCENARIOS SHOULD STATE WHETHER ARRIVAL/DEPARTURE STATEMENTS, TOASTS, ETC., ARE RECOMMENDED OR EXPECTED, IDENTIFY LIKELY HOST GOVERNMENT PARTICIPANTS AT EACH EVENT OR MEETING, AND INCLUDE OTHER RELEVANT DETAILS. IN DISCUSSING WITH HOST GOVERNMENT OFFICIALS

SCHEDULING OF MEETINGS FOR SECRETARY, YOU SHOULD INDICATE THAT SECRETARY IS PREPARED TO HAVE INITIAL, GET-ACQUAINTED TETE-A-TETE WITH GOVERNMENT LEADERS IF THEY THINK THIS WOULD BE USEFUL. YOU

SHOULD NOT PRESS THIS POINT, HOWEVER. SECRETARY HAS NO PERSONAL PREFERENCE IN THIS REGARD, AND YOU SHOULD DEFER TO HOST GOVERNMENT WISHES. MEETING COULD THEN BE EXPANDED TO INCLUDE OTHER PARTICIPANTS (SEE BELOW).

4. NOTETAKING REQUIREMENTS: SHOULD AN INITIAL PRIVATE MEETING BETWEEN THE SECRETARY AND A HOST GOVERNMENT LEADER BE SCHEDULED, NO U.S. NOTETAKER WILL BE PRESENT, UNLESS THE FOREIGN LEADER HIMSELF IS ASSISTED BY A NOTETAKER. IN LATTER CASE, NOTETAKER SHOULD BE AMBASSADOR OR CHARGE. AT MOST OTHER MEETINGS, THE U.S. SIDE WILL BE REPRESENTED BY THE SECRETARY, MR. HABIB, MR. ATHERTON, THE U.S. AMBASSADOR OR CHARGE AND AN EMBASSY NOTETAKER. SHOULD THE HOST GOVERNMENT SIDE BE LARGER IN NUMBER, THE U.S. SIDE MAY BE ADJUSTED UPWARDS TO INCLUDE OTHER MEMBERS OF THE OFFICIAL PARTY. NOTETAKER MUST BE A SENIOR SUBSTANTIVE OFFICER, PREFERABLY THE DCM OR POLITICAL COUNSELOR. THE S/S
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ADVANCE TEAM WILL PROVIDE DETAILS ON THE FORMAT OF REPORTING MESSAGES AND MEMORANDA OF CONVERSATION.

5. CLASSIFICATION OF MESSAGES: EVEN AFTER YOU RECEIVE THE SECRETARY'S BASIC ITINERARY AND THE TRIP IS OFFICIALLY ANNOUNCED, YOU MUST CONTINUE TO PAY CLOSE ATTENTION TO THE CLASSIFICATION AND HANDLING OF MESSAGES CONTAINING SCHEDULING AND SCENARIO INFORMATION. ALL SUCH MESSAGES SHOULD RECEIVE AN EXDIS CAPTION AND A CLASSIFICATION NO LOWER THAN CONFIDENTIAL. THE AMBASSADOR IS AUTHORIZED TO SHARE SUCH INFORMATION ONLY WITH THOSE INDIVIDUALS DIRECTLY INVOLVED IN PLANNING THE VISIT AND WITH THE S/S ADVANCE TEAM. THIS EXTRA PRECAUTION IS NECESSARY TO PROTECT THE SENSITIVE NATURE OF DETAILED SCHEDULING INFORMATION AND TO ENSURE THAT THE PERSONAL SECURITY OF THE SECRETARY IS SAFEGUARDED.
VANCE

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PAGE 01 STATE 018236
ORIGIN NEA-10

INFO OCT-01 ISO-00 SS-15 SSO-00 /026 R

66011

DRAFTED BY NEA:EABINGTON

APPROVED BY NEA:EABINGTON

S/S-S:BBODINE

S/S:AWOTTO

-----282259Z 097491 /72-61

O 282220Z JAN 77

FM SECSTATE WASHDC

TO AMCONSUL JERUSALEM IMMEDIATE

C O N F I D E N T I A L STATE 018236

FOLLOWING REPEAT STATE 018236 ACTION TEL AVIV CAIRO BEIRUT AMMAN
DAMASCUS JIDDA 27 JAN QUOTE

C O N F I D E N T I A L STATE 018236

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SAFEGUARDED. VANCE
UNQTE.

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 27-Jan-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Enclosure: n/a
Executive Order: GS
Errors: n/a
Expiration:
Film Number: D770029-0103
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t19770112/aaaaakfp.tel
Line Count: 226
Litigation Code IDs:
Litigation Codes:
Litigation History:
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Message ID: 90b738d0-c288-dd11-92da-001cc4696bcc
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Original Classification: CONFIDENTIAL
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 5
Previous Channel Indicators: n/a
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: n/a
Reference: 77 STATE 15612
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 21-Jan-2005 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3483420
Secure: OPEN
Status: <DBA CHANGED> MCM 20040622
Subject: SECRETARY'S VISIT: SCHEDULING AND SCENARIO PREPARATION
TAGS: OVIP, IS, SY, SA, EG, LE, JO, (VANCE, CYRUS)
To: TEL AVIV CAIRO MULTIPLE
Type: TE
vdkgvwkey: odb://SAS/SAS.dbo.SAS_Docs/90b738d0-c288-dd11-92da-001cc4696bcc
Review Markings:
Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
22 May 2009
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009